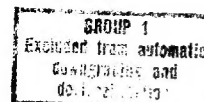


~~SECRET~~ATTACHMENTPERFORMANCE OF MAINTENANCE SERVICEIN THE HEADQUARTERS BUILDING1. Char Service

- a. General cleaning every day. Each char person is required to clean 21,000 square feet a day. Normal GSA standard is for each char person to clean 14,000 square feet a day.
- b. Each floor is scheduled to be scrubbed and waxed once every thirteen weeks or four times a year. At the present time GSA is over one month behind on this schedule. A contract was let to have the corridor floors in the building scrubbed and waxed within the next month. In addition, whenever there is a snow storm, the schedule falls farther behind since the majority of the snow removal crew is made up of inside personnel.
- c. Windows on the first, second and seventh floors are to be cleaned at least once a year. Windows on the third through sixth floors have never been cleaned or washed on the outside and there is no provision to do so in the immediate future. Contracts have been prepared for bid on the window cleaning for these floors, however, no bids have been received as yet.

2. Painting

- a. Painting is scheduled on a five-year program, during which time every part of the building should be painted. Public areas such as lobbies, reception areas, etc., are scheduled for repainting at least once every three years. The schedule for painting of the Headquarters building using Interior Space Design's new color scheme is being worked on now and will be started as soon as final approval is obtained.
- b. Since the Headquarters building is relatively new, no definite painting program has been followed to date. Painting has been accomplished as required rather than on a scheduled basis.

~~SECRET~~

MORI/CDF

3. Repairs (Walls, Floors, etc.)

There are no GSA standards presently in effect for repairs. Repairs are accomplished when a need is reported either by char force engineers or by Agency employees in the building. The area of complaint is then inspected by one of the building managers or assistants to determine if repairs should be done. As stated, there are no predetermined standards, with the inspector being sole determiner, on whether repairs should be undertaken.

4. Grounds

This is a GSA responsibility on which work has not been scheduled in the past, but has been scheduled for the future. At present, negotiations are under way with the National Park Service to maintain the grounds during the warmer months. However, if they determine they cannot take on this work, most of the detailed work will be contracted for things such as pruning, spraying, replacing shrubbery and trees, etc. Cutting of grass, cleaning, etc., is done by GSA personnel presently on board. New equipment has been ordered, such as a large sweeper to facilitate better and easier maintenance of the grounds. All essential work is accomplished according to a schedule.

5. Dusting and Polishing

GSA char personnel are expected to dust as a part of the general cleaning service. This is to include all office furniture and areas not higher than 70 inches. However, they do not clean any desks, tables, safes, filing cabinets, etc., on which there are any papers or books. They do no polishing of furniture under any circumstances.

6. Maintenance of Elevators, Escalators and Generators

This type of maintenance is performed on a regularly scheduled day-by-day basis and on an annual basis by local GSA personnel with representatives of the manufacturer involved. All maintenance, repair and replacement is scheduled over the long term.

~~SECRET~~